

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Closure of Bank Account

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account with your institution. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings/etc.]

Please process the closure of my account effective immediately. I request that any remaining balance in the account be transferred to [provide details for the transfer, e.g., another account or include a check request].

I would appreciate a written confirmation of the account closure at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]